

H-163.3

**PROCEDURES AND GUIDES  
VOL. 6 - GENERAL SERVICES**

**H-163.3 Shipments Terminating in the United States, its Possessions or the Commonwealth of Puerto Rico Beyond a 50 Mile Radius of Washington, D.C.**

In case of shipments terminating in the United States, its possessions or the Commonwealth of Puerto Rico, beyond a 50-mile radius of Washington, D.C., the Department or Agency will make direct payments for costs of unpacking, delivery, and other expenses specifically authorized by the procedure set forth below. In case of any doubt as to whether the destination of the shipment lies within a 50-mile radius of Washington, employees in the United States should consult with the Division of Supply and Transportation Management, or USIA Transportation Branch, while employees abroad should make inquiry by OM, subject: **TRANSPORTATION.**

**H-163.3-1 Notification to the Department or Agency**

The employee shall notify the Department (by letter addressed to the Division of Supply and Transportation Management or USIA Transportation Branch if employee is in the United States, or by OM, subject: **TRANSPORTATION** if at a post abroad) of the name and address of the firm selected by him to unpack and haul his effects to his residence after shipment, the expected date of arrival of the effects at the authorized destination and the address for delivery in the United States, its possessions or the Commonwealth of Puerto Rico

**H-163.3-2 Notification to Firm**

The employee shall notify the firm directly when the effects may be expected and where they should be delivered.

**H-163.3-3 Letter of Authorization**

The Department or Agency will issue a letter of authorization to the contractor, giving him the necessary instructions.

**H-163.3-4 Application of Procedure to Shipments Within the U.S.**

This procedure may also be followed for effects that are being moved from a place of storage in the United States, its possessions or the Commonwealth of Puerto Rico, to an authorized destination in the United States, its possessions or the Commonwealth of Puerto Rico beyond a 50 mile radius of Washington. When this procedure is not followed, the employee shall make all arrangements, pay for the services and submit a reimbursement voucher supported by receipted invoices.

**H-164 Posts to Which Foreign Made Vehicles May be Shipped**

Exhibit H-164 lists posts to which foreign-made or foreign-assembled motor vehicles may be shipped at Government expense. (See 6 FAM 165.8c.)

25 YEAR RE-REVIEW

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Exhibit H-164(p. 1)

UNIFORM STATE/USIA PROCEDURES AND GUIDES  
CONSOLIDATED LIST OF EXCEPTIONS TO PROHIBITIONS COVERING  
SHIPMENT OF FOREIGN-MADE MOTOR VEHICLES

<u>Post</u>	<u>Exceptions Granted</u>	<u>Effective Date</u>
Accra	Blanket exception	March 14, 1963
Addis Ababa	Fiat, Landrover, Opel Volkswagen and English and German Fords	Dec. 6, 1961 Sept. 20, 1962
Adelaide	American right-hand drive, though foreign assembled vehicles	July 28, 1961
Aden	Blanket exception	Sept. 11, 1961
* Algiers	French and German-made vehicles	March 1, 1964
Asmara	Fiat, Landrover, Opel and Volkswagen	Dec. 6, 1961
Auckland	American right-hand drive, though foreign assembled vehicles	May 29, 1961
Bamako	Citroen, German Ford, Landrover, Opel, Peugeot, Renault, Simca, Volkswagen and Fiat	Dec. 6, 1961 Sept. 29, 1961
Bangkok	American right-hand drive, though foreign assembled vehicles	May 29, 1961
Bangui	French-made vehicles, Opel and Volkswagen	Dec. 6, 1961
Belgrade	Blanket exception	March 8, 1961
Benghazi	Small European-made vehicles	April 12, 1961

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<u>Post</u>	<u>Exceptions Granted</u>	<u>Effective Date</u>
* Brazzaville	French-made vehicles, Opel, Volkswagen and Land-rover	May 29, 1961
Brisbane	American right-hand drive, though foreign assembled vehicles	July 28, 1961
Bucharest	Blanket exception	Feb. 27, 1963
* Budapest	Blanket exception	August 8, 1963
* Bukavu	French-made vehicles, Mercedes Volkswagen and Volvo	September 11, 1963
Canberra	American right-hand drive, though foreign assembled vehicles	July 28, 1961
* Casablanca	British, French, German and and Italian-made vehicles	October 15, 1963
Colombo	Blanket exception	Sept. 29, 1962
Conakry	Small European-made vehicles	May 29, 1961
Cotonou	French-made vehicles	July 28, 1961
Dakar	French-made vehicles, Opel, Mercedes, Volkswagen and DKW	Sept. 20, 1962
Dar-es-Salaam	Small right-hand drive English, French and German vehicles	Feb. 28, 1963
Douala	French-made vehicles, Opel, Volkswagen, and Mercedes	Jan. 3, 1963
Dublin	American right-hand drive, though foreign assembled vehicles	Dec. 6, 1961
Elisabethville	French-made vehicles, Mercedes, Opel, German Ford, Volkswagen and Fiat	Feb. 20, 1963

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<u>Post</u>	<u>Exceptions Granted</u>	<u>Effective Date</u>
Fort Lamy	French-made vehicles, Opel and Volkswagen	May 16, 1962
Freetown	British-made vehicles, Fiats, Mercedes, Peugeot, Renault and Volkswagen	Dec. 6, 1961
Hamilton	Within Limitations of Bermuda Law	March 8, 1961
Kabul	Fiat, Landrover, Volkswagen, Mercedes and Opel	Dec. 6, 1961
* Kaduna	British-made vehicles, Fiat, Mercedes, Peugeot, Volkswagen, Holden, Opel, American right-hand drive though foreign assembled vehicles	July 27, 1963
Kampala	Small European-made Vehicles and Landrover	May 16, 1961
Kigali	Peugeot, and Volkswagen	Sept. 20, 1962
Lagos	Small European-made vehicles	March 29, 1963
Leopoldville	French-made vehicles, Fiat, and Volkswagen	May 29, 1961 July 28, 1961
Libreville	French made vehicles and Volkswagen	May 29, 1961
Lome	French-made vehicles and small German and Italian cars	April 12, 1961 May 16, 1962
Lourenco Marques	Austin, Fiat, Hillman, Opel, Renault, Landrover, Vauxhall, Volkswagen, and Mercedes	Jan. 11, 1963
Luanda	Small European-made vehicles	Sept. 20, 1962
Martinique	French-made vehicles and Fiats	Dec. 31, 1962

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(\*) Revision

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<u>Post</u>	<u>Exceptions Granted</u>	<u>Effective Date</u>
Melbourne	American right-hand drive, though foreign assembled vehicles	April 12, 1961
Meshed	Mercedes, and Volkswagen	May 29, 1961
Mogadiscio	Fiat, Volkswagen, Landrover and Mercedes	March 8, 1961
Nairobi	American right-hand drive though foreign assembled vehicles	Jan. 14, 1963
Niamey	Blanket exception	March 8, 1961
Nicosia	American right-hand drive, though foreign assembled vehicles, Fiat, Morris Minor and Volkswagen, right or lefthand drive	April 12, 1961 Sept. 11, 1961
Nouakchott	French-made vehicles	May 29, 1961
Ouagadougou	French, German, Swedish and Italian small cars and British Landrovers	May 29, 1961
Palermo	Italian-made vehicles, Opel and Volkswagen	March 8, 1961 Sept. 20, 1962
Perth	American right-hand drive though foreign assembled vehicles	July 28, 1961
* Ponta Delgado	American right-hand drive though foreign assembled vehicles, British-made vehicles and small European vehicles	October 21, 1963
Port of Spain	American right-hand drive, though foreign assembled vehicles	May 29, 1961
Poznan	Blanket exception	Sept. 27, 1962
Prague	Blanket exception	Jan. 2, 1963

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<u>Post</u>	<u>Exceptions Granted</u>	<u>Effective Date</u>
Rabat	British, French, German and Italian-made vehicles	March 20, 1963
Rangoon	American right-hand drive, though foreign assembled, Fiat 1100, Renault Dauphine and Volkswagen	July 28, 1961
* Singapore	Morris, Opel, Hillman, Volkswagen, Simca, Ford (British), Renault, Citroen, and Peugeot.	October 24, 1963
Stanleyville	French-made vehicles, Fiat and Volkswagen	Jan. 31, 1963
Sydney	American right-hand drive, though foreign assembled vehicles	July 28, 1961
* Taiz	Volkswagen	October 17, 1963
Tananarive	Peugeot, Renault, and Volkswagen	Sept. 11, 1961
Tangier	French, German and British-made vehicles	Jan. 4, 1963
* Tripoli	Small European-made vehicles	November 19, 1963
Tunis	Blanket Exception	April 12, 1963
Usumbura	Peugeot, Volkswagen, Opel, Volvo and Renault	Sept. 20, 1962
Vientiane	French and German-made vehicles, Fiat, Landrover, Citroen and Ford Consul	Dec. 6, 1961
Wellington	American right-hand drive, though foreign assembled vehicles	April 12, 1961
Yaounde	French-made vehicles, Opel Mercedes (except 220 SL), and Fiat. (only 1500, 1800 and 2300)	May 29, 1961
Zagreb	Blanket Exception	March 8, 1961
Zanzibar	Small European-made vehicles	May 16, 1962

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UNIFORM STATE/USIA FOREIGN SERVICE TRAVEL REGULATIONS162.6-3 Transitional Weight Allowance

a. The tables establishing shipping and storage allowances have been converted from a salary basis to a grade basis. As a result, the combined shipping and storage allowances of certain employees have been reduced. In such cases, when an employee's effects at the time of next transfer exceed the applicable limitation in section 162.2, he may be authorized a special net weight allowance in lieu of the applicable allowance in section 162.2 of two-thirds (2/3) of the employee's previous gross weight-table allowance (previously b FAM 180 FSTR 5.11).

b. An allowance so authorized shall remain in effect for 5 years after it has been granted or until it is equalled or exceeded by the employee's applicable allowance under section 162.2.

163 Payment of Excess Charges163.1 Responsibility of Employee for Excess Transportation Costs

Each employee is responsible for any transportation, demurrage, storage, customs, cartage or other costs incurred by him or his agent which are not authorized by laws and regulations governing the shipment of his effects at Government expense.

163.2 Computation of Excess Charges

When an employee exceeds his authorized shipping allowance, the charges to be borne by the employee will be computed on the basis of the ratio of the excess net weight to the total net weight.

163.3 Loss of Effects

The net weight of any effects which become a total loss in transit through military action, theft, fire, shipwreck, or other violent cause shall not be regarded as an encumbrance against the net weight limitation of effects which an employee may transport at Government expense. The Government cannot take out or pay for insurance of effects against loss or damage; this is the responsibility of the employee.

164 Elective Points of Shipment

If effects are shipped between points other than those authorized, only constructive costs, based on actual weight shipped, but not in excess of actual cost, are allowable.

165 Privately-Owned Motor Vehicles165.1 Authorized Transportation of Privately-Owned Motor Vehicles

A travel authorization which includes authority for the transportation of effects shall constitute authority for the transportation of one motor vehicle owned by the employee or by a member of his family when such transportation has been determined to be necessary or expedient, unless prohibited by regulation or administrative action. Not more than one motor vehicle may be transported to a post of assignment, except as provided by section 165.3 and 165.4.

a. It is hereby determined that transportation of a privately-owned motor vehicle by water, rail or air is necessary or expedient when:

(1) Neither the authorized nor the actual points of origin and destination are connected by a hard-surfaced, all-weather highway or by vehicular ferry or both; or

(2) An employee is absent from his post under orders (including combined home leave and transfer orders) and is therefore unable to drive the vehicle from the old post to the new post.

b. In cases other than those specified under Item a above, an authorizing officer may determine that transportation of a privately owned vehicle is necessary or expedient. Such cases frequently occur when danger or undue hardship would be involved if the employee or a member of his family drove the vehicle between the authorized points of origin and destination. A copy of this determination should be furnished the traveler for submission with his travel voucher.

165.2 Shipment of Motor Vehicles

The cost of transporting a motor vehicle is allowable only when owned by the employee or member of his family authorized to travel. Except as provided in sections 165.3, 165.4, and 165.5, no expenses shall be allowable in excess of the cost of transportation between the authorized points of origin and destination or between the factory site and the authorized destination, whichever involves the lesser cost.

UNIFORM STATE/USIA FOREIGN SERVICE TRAVEL REGULATIONS**165.3 Emergency Replacement**

The transportation of one additional privately owned motor vehicle from the United States or other designated place of purchase may be authorized, in advance, by an authorizing officer during any four-year period as an emergency replacement of the last motor vehicle transported at Government expense, when he determines, in advance, that:

- a. The replacement is in the interest of the Government and is necessary for reasons beyond the control of the employee; and
- b. The use of the replacement vehicle is in the interest of the Government.

Conditions warranting emergency replacement of motor vehicles include loss or destruction of the motor vehicle through fire, theft, accident, rapid deterioration due to severe climatic or driving conditions at the post of duty, civil disturbance, military actions, riot or similar causes.

**\*165.4 Periodic Replacement**

The transportation of one privately-owned motor vehicle from the United States or other designated place of purchase to the employee's post of assignment abroad may be authorized by an authorizing officer as the replacement of a motor vehicle previously transported at Government expense provided that:

- a. There is a lapse of at least four years between the date on which the initial transportation to a point abroad of the vehicle to be replaced terminated at the employee's present or previous post and the date on which the transportation of the replacement motor vehicle will commence; and
- b. The employee has remained in continuous service outside the continental United States during that four-year period. Home leave or temporary duty in the United States during or between permanent duty assignments abroad does not constitute a break in continuous service outside the continental United States; and
- c. The employee is assigned to a post which is 200 or more miles from the continental United States or the use of sea transportation would be required to carry the motor vehicle from the continental United States to the employee's post; and
- d. The employee has not availed himself of a constructive cost shipment of a new motor vehicle under the authority of 6 FAM 164 or of previous State or USIA elective

alternative authorities during the prior four-year period; and

e. The employee has not had a privately-owned motor vehicle shipped between foreign posts at Government expense for one year (9 months for personnel at 18-month tour of duty posts) prior to the date on which he requests periodic replacement authority; and

f. On the date on which a request for periodic replacement authority is made, the employee is scheduled to remain at his post of assignment for at least one year. The shipment of a new motor vehicle from the United States or other place of purchase to an employee's post of assignment at the employee's personal expense has no effect on his eligibility for periodic replacement authority provided he meets the criteria outlined above. \*

**165.5 When No Previous Shipment Has Been Made**

If no motor vehicle of an employee or member of his family has been transported at Government expense to his present or previous posts abroad within a consecutive four-year period of service abroad, an authorizing officer may, when funds are made available, authorize shipment of a motor vehicle from the United States to the employee's present post abroad if such shipment is determined to be necessary or expedient in accordance with section 165.1.

**165.6 Delivery or Pick-Up of a Vehicle**

When an employee, who is not in travel status, makes a separate trip for the purpose of delivering or picking up a motor vehicle, the commercial shipment of which has been authorized, he may be reimbursed the following expenses:

- a. Mileage for driving the vehicle one-way between the post and the point of delivery or pick-up; and
- b. Cost of his transportation by common carrier one-way between the post and the point of delivery or pick-up.

The reimbursement may not exceed the cost of commercial shipment of the vehicle. No per diem is allowable and leave must be charged for absence from the post.

**165.7 Limitations at Specific Posts**

The chief of mission, in consultation with other agency heads in the country, shall determine what restrictions or limitations, if any, shall be placed upon the motor vehicles brought to posts under his jurisdiction. These may include, but are not limited to, provisions to assure that the vehicle is suitable and that import of the vehicle is not primarily for resale